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The Minority Opportunity Development Program

A Chance To Realize And Develop
Your Potential



Illinois Department of Public Aid

Edward T. Duffy, *Director*

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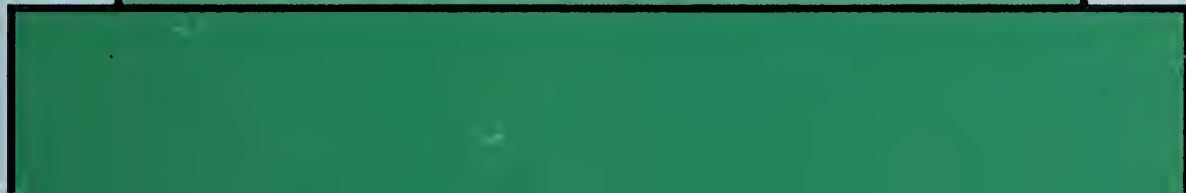
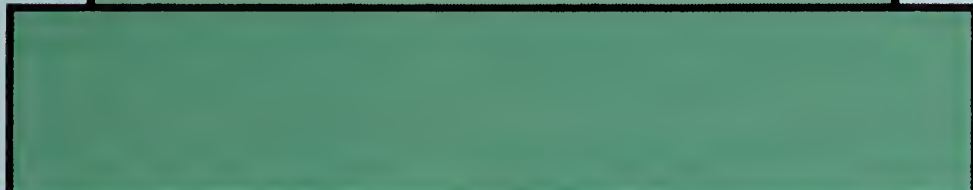
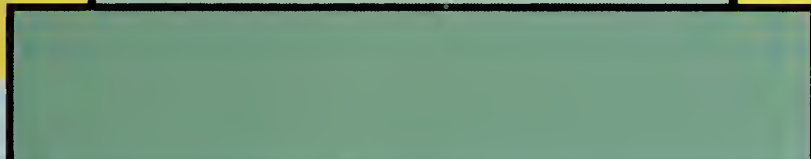
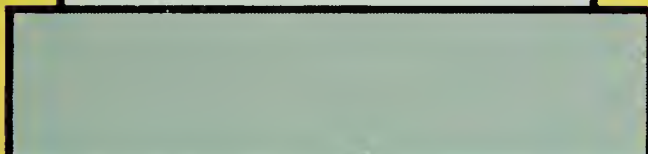
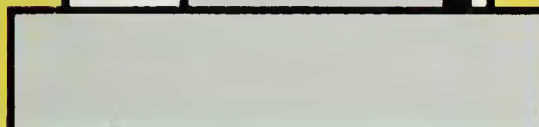
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OPPORTUNITY



Program Seeking New Interns

The Minority Opportunity Development Program (formerly the Minority Management Intern Program) is seeking applicants for a new group of interns.

This program is an on-the-job management training program which seeks to assure that minority groups are adequately represented throughout all levels of the Department of Public Aid.

The new program identifies minority employees who have management potential and provides them with the opportunity to develop that potential through training and experience in various parts of the Agency.

Qualified Applicants Needed

In order to qualify you must:

- Be a current IDPA employee;
- Be a member of one of the following minority classes: Black, Hispanic, American Indian, Asian/Oriental;
- Be able to meet minimum requirements which include the equivalent of four years of college plus one to three years experience in a field related to public administration; and
- Be able to meet education/experience requirements for the targeted position by end of internship.

On-The-Job Training Provided

If you are selected for the program, you will have a nine to twelve month internship including:

- Intensive on-the-job training within your assigned division

- Exposure to all other parts of the Agency through a series of on-site training assignments
- Additional classroom training if needed
- Monthly meetings where discussions or presentations will be held; and
- Quarterly performance evaluations to assess individual progress in the program

Opportunities For Travel And Promotion

If you successfully complete the program, you will be promoted to a targeted position within the Department, such as Casework Supervisor, Executive I, Quality Control Supervisor I, Administrative Assistant I, II, etc.

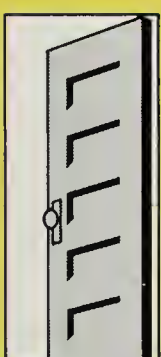
Training assignments and targeted jobs will be in Springfield, Chicago, and other parts of the State, so you must be willing to travel and perhaps relocate permanently.

Opportunity Is Knocking

If you think you have the potential, the aptitude, the desire, and the ability and are willing to commit yourself to working hard to achieve the rewards of management, then this program could be just the career path you have been seeking.

Opportunity is knocking! Open the door! This can be your chance to realize and develop your potential.

Apply today by submitting the attached program application card and other application materials.



EXCELLENCE

HARD WORK

COMMITMENT

DETERMINATION

POTENTIAL

Program Application Card

Name _____

Work Location And Phone

Current Immediate Supervisor

Minority Status (Check One):

☐ Hispanic

☐ American Indian

☐ Black

☐ Asian/Oriental

Division/Bureau in which you wish to be placed for a permanent job (Indicate 1st, 2nd, and 3rd choice)

Foreign Languages Spoken, Read, Written

Honors, Awards, Major Achievement(s)

Special Skills, Hobbies

Narrative Statement: Please complete a 2-3 page typed statement answering the following questions:

- 1) Why do you think you are personally suited to be a candidate for this program?
- 2) How and when did your interest in Public Aid management develop?
- 3) What are your career goals and how will participation in this program facilitate those goals?
- 4) What do you feel are the chief skills and attributes of an effective manager?
- 5) What personal and professional skills and attributes will you need to develop further in order to be successful as a manager?

Please submit the **Application Card**, typed **Narrative Statement**, and a completed **CMS 100** to:

Illinois Department of Public Aid
Office of Human Resources
100 South Grand Avenue East, 3rd Floor
Springfield, Illinois 62762





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"I see the Minority Opportunity Development Program as offering a chance—for development, for exposure, and ultimately for promotion—to members of minority classes which have been previously under-represented in various parts of the Agency.

This program does not offer promotions as gifts. It offers the chance and the choice to work hard and to earn the rewards that career advancement can provide.

We are committed to your growth, if you are committed to excellence."

Edward T. Duffy, *Director*
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